

TITLE: Fire Inspector – Investigator - Lieutenant

FD-EMS/11-774

DEPARTMENT: Fire-EMS, Fayette County

JOB SUMMARY: This position is responsible for conducting construction inspections, new business inspections, and existing commercial business inspections and for assisting in plan reviews, fire investigations, and fire safety programs.

MAJOR DUTIES:

- o Reviews plans and inspects new and renovated construction.
- o Conducts fire safety inspections on new and existing businesses for continuing compliance with codes, including underground and above ground storage tanks and spray booths.
- o Determines the operational readiness of the automatic sprinkler systems and fire alarms.
- o Conducts fire scene investigations to determine origin and cause; collects and transports evidence, maintains chain of custody for evidence, and prepares reports and issues citations; presents cases to grand jury and courts.
- o Coordinates the hydrant inspection program; issues street/hydrant numbers; obtains GPS coordinates; facilitates the repair of problems.
- o Responds to fire and emergency calls; commands incident scenes until relieved by a superior officer.
- o Assists with the implementation of the fire safety education program.
- o Assists in the review of site plans, subdivision plans, waterline plans, rezoning plans, and pre-fire building plans.
- o Assists with the maintenance of department server, laptops and computers in the fire station.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of applicable fire codes.
- o Knowledge of basic Law Enforcement techniques, standards and ordinances.
- o Knowledge of building construction practices.

- o Knowledge of current federal, state, and local laws, administrative rules, standards, guidelines, and ordinances.
- o Knowledge of county government policies and procedures.
- o Knowledge of basic emergency medical procedures.
- o Knowledge of management and supervisory principles and practices.
- o Knowledge of county geography, streets, roads, and buildings.
- o Knowledge of relevant training standards.
- o Skill in supervising and participating in the response to emergency scenes.
- o Skill in the operation of job related vehicles, equipment, and tools.

SUPERVISORY CONTROLS: The Fire Marshal assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES: Guidelines include local ordinances, state laws, federal laws, building codes, fire codes, county policies and procedures, and departmental policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied administrative and inspection and code enforcement duties. Frequent interruptions contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to assist in coordinating the department's fire prevention, fire safety education, and fire inspection programs. Success in this position contributes to the safety and well being of county residents.

PERSONAL CONTACTS: Contacts are typically with co-workers, architects, engineers, construction workers, private investigators, other county employees, utility providers, law enforcement personnel, court personnel, elected and appointed officials, representatives of other governments or agencies, educators, representatives of the State Fire Marshal's office, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, provide services, and motivate and influence persons.

PHYSICAL DEMANDS: The work is performed while intermittently sitting, standing, bending, crouching, climbing stairs, stooping all while dressed in work uniform or wearing PPE and could be carrying additional equipment. The employee occasionally lifts light and heavy objects including medical patients, climbs ladders up to 100+ feet in height, and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed in an office, stockroom, outdoors, and at the scene of emergency incidents. The employee may be exposed to fire, smoke, noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases or pathogens, irritating chemicals, and occasional hot, cold or inclement weather. The work requires the use of protective devices such as masks, goggles, gloves, and all protective clothing associated with Fire and EMS operations.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class B) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to an Associates degree

from an accredited college in the field of Fire Science, EMS Technology, or other related course of study.

- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with three years experience or service.
- o Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.
- o Meets with or ability to meet current requirements set forth by the National Fire Protection Association as a Firefighter 2, Fire Officer 2, NIMS 300 and complies with the Georgia Firefighter Standards and Training Act.
- o Possession of a State of Ga. EMT license and possesses and maintains National Registry certification as an EMT-Intermediate.
- o Ability to successfully take and pass the POST Basic Mandate Course, POST Arson Investigation Course, and complete certification as a Fire Inspector. Completion of course dates to be determined at time of appointment.